

Appointment

From: Leopold, Matt [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4E5CDF09A3924DADA6D322C6794CC4FA-LEOPOLD, MA]
Sent: 2/7/2018 8:19:55 PM
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Subject: Ceremonial Swearing-In for Matt Leopold as EPA's General Counsel
Location: EPA Headquarters, U.S. EPA Rachel Carson Green Room (1200 Pennsylvania Avenue NW)

Start: 2/26/2018 5:00:00 PM
End: 2/26/2018 6:30:00 PM
Show Time As: Busy

Guests,

Please be advised of a slight time change for the Ceremonial Swearing-in of Matt Leopold as EPA's General Counsel on Monday, February 26, 2018. The ceremony is now scheduled for 12:00pm. in the EPA Headquarters, U.S. EPA Rachel Carson Green Room (1200 Pennsylvania Avenue NW). There will be a reception to follow.

Directions for Guests: EPA's address is 1200 Pennsylvania Avenue, NW. Please enter through the William Jefferson Clinton South building. If you are coming by taxi/vehicle, you want to be dropped off on 12th Street NW, between Pennsylvania and Constitution Avenue. The entrance is almost exactly halfway between the two avenues next to the Federal Triangle Metro sign and with the Trump Hotel across the street. From 12th Street, facing the building with the EPA and American flags, walk toward the building (under the flags) and take the glass door on your left hand side with the escalators going down to the metro on your right. This is the South Lobby entrance to the William Jefferson Clinton building. If you are coming by Metro, exit at the Federal Triangle Metro station, go up the escalators and the South Lobby entrance will be on your left as you exit at the top of the escalators.

Once inside the building, security will prompt you to scan all items such as bags, coats etc.. Please let the guards know that you were instructed to call Carla Veney or Monique Patrick on 564-8040 or 564-8064 to escort you to Matt Leopold's swearing in ceremony. Security will have the visitors passes for everyone.

Allow for 10-15 minutes to get through the process.

EPA Employees: Please bring your ID to show to security at the entrance to the Green Room.

Please RSVP to Carla Veney via veney.carla@epa.gov by Feb. 22.

Thank you!